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Approved For Release 2001/08/09 : CIA-RDP78-03991A000600050009-1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 25 November 1955

FROM : Chief, Printing Services Division

SUBJECT: Weekly Activity Report

1. GENERALa. Plant Operations - (continued item)

There has been a considerable increase in the incoming workload of the Photography Branch and slight increases in several Sections of the Printing Branch during the past week. However, all schedules and deadlines are being met and no overtime will be required to keep the work current.

b. Rush Work - (continued item)

A number of rush jobs were completed during the last week including a 49 page NIE and a four color map from the Cartographic Division of ORR which was coordinated with a report in OCI.

c. DD/P Work - (continued item)

All wrapping and packaging of the Cyrillic booklets has been completed and the finished job was picked up by the Supply Division for final shipment on 18 November 1955.

2. PROJECTS AND STUDIES IN PROCESSa. Review of OCI Publications and Procedures and Methods in the Que Building Plant - (continued item)

The review of OCI publications is continuing. Workloads have been computed and the working hours of all employees are now being analyzed. Format improvements have been suggested and shifts in workloads with the main plant are anticipated.

b. Study of Agency Graphics Facilities - (continued item)

The study on Agency graphics facilities as recommended by the Inspector General is nearing completion. The final report should be forwarded in the near future.

c. Accounting for Materials Furnished GPO State Service Office - (continued item)

Discussions have been held with the Supply Officer of the GPO State Service Office, and agreement was reached whereby he will furnish

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the Printing Services Division a complete inventory of all materials on hand, and a monthly report showing accountability, by job number, for all materials furnished them by PSD and consumed in printing NIS publications for the Office of Basic Intelligence.

25X1A d. [REDACTED] (continued item)

25X1A [REDACTED] Printing and Reproduction, has been revised to incorporate the material contained in two previous notices having expiration dates and other changes that were necessary due to Office of Logistics responsibility for field printing. This regulation has been submitted to the Chief, Administrative Staff, for coordination and signature by the Director of Logistics.

3. OTHER ITEMS OF INTEREST

a. Aerial Copying Camera - (new and continued item)

A meeting was held on 22 November 1955 with representatives from PSD, TSS, D/GP and [REDACTED], to discuss in detail the construction of an aerial camera to be used in the Printing Services Division plant for copying aerial photos.

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Agreement was reached on the type of lighting, shutter, lens, and optical system that would be necessary to meet our requirements. Photogrammetry is proceeding with the engineering of the camera.

b. Requisitions Reviewed - (continued item)

One requisition for a Transcopy machine was reviewed and approved for the Engineering Branch of the Office of Communications.

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OL/PSD: [REDACTED] tcp/4237 (25 Nov 55)

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